

Miami Township Fire and EMS Operating Procedures



TITLE:

LOST PERSON OPERATING PROCEDURE

#603

EFFECTIVE DATE:

03/18/2015

DATE AMENDED:

REVIEW DATE:

09/18/2015

APPROVED BY:

Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

Establish an Operating Procedure (OP) for the response to a reported missing or lost person.

SCOPE

This OP is designed to provide a comprehensive plan of action for use during emergencies requiring search and rescue operations for missing or lost person(s). The plan is to outline the framework of responsibilities and operations for a successful Search and Rescue (SAR) mission.

These are not rules, but Procedures to be used under the best of conditions with the optimum resources available. It is important to note that judgment and discretion must be used on all functions, activities and operations of the department.

DEFINITIONS

National Criminal Information Center (NCIC)

A computerized index of criminal justice information available to Federal, state, and local law enforcement and other criminal justice agencies.

Law Enforcement Automated Data System (LEADS)

The LEADS program provides a repository of data available statewide and interfaces to the NCIC.

Initial Response Team

The on-duty (Police or Fire Department) personnel first to arrive on-scene or responds to an incident and establishes an initial plan of action.

PROCEDURES

A. Concept of Operations

1. When notified of a missing person(s) in Miami Township, the Miami Township Police Department (MTPD) will respond to the dispatched location to conduct an initial interview and investigation.
2. Based upon the information obtained during the initial interview and investigation, the law enforcement officer shall determine if a SAR mission is required.
3. If a SAR mission is necessary to locate the missing person(s), the Miami Township Fire and EMS (MTF&EMS) District 26 supervisor shall be requested to assist in the SAR operation for a missing person(s).
 - a. The Police supervisor and Fire (District 26 supervisor) will establish a unified command.
 - b. If a full department response is needed, MTF&EMS units and personnel responding to a SAR mission shall report to a staging area location near to the search area.



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- The District 26 supervisor should consider using MTF&EMS members trained in SAR as a technical advisor at the command post.
- c. The information obtained during the initial interview on the missing person(s) shall be available to the fire department officers to determine the required resources needed for SAR rescue mission on the local, state or federal level.
- d. The District 26 supervisor will refer to the *Search and Rescue Plan* to begin SAR operations.
- e. The fire department shall be used as a local resource during any SAR operations in the township for any missing person(s).
- f. When the SAR incident commander depletes the local emergency resources, they should contact the Clermont County Communication Center to request additional resources, such as a USAR team or canine search specialists.

B. Organization

1. Miami Township Police Department
 - a. The MTPD shall be designated as the search coordinating agency.
 - b. The MTPD shall be responsible for all investigation aspects and the appropriate reporting measures.
 - c. Law enforcement chief officers are responsible for providing the necessary training to law enforcement officers in search operations.
2. Miami Township Fire and EMS
 - a. Responsible for overall operation of SAR mission(s) within Miami Township in conjunction with the MTPD.
 - b. Identify trained local SAR resources.
 - c. Assure resources necessary to maintain effective SAR operations.
 - d. Provide trained personnel to assist in an effective on going SAR operations as a local resource to law enforcement.
 - e. Responsible for maintaining proper equipment for SAR operations.
 - f. Responsible for developing and maintaining search training for law enforcement officers, fire department members, Citizen Emergency Response Teams and Citizen Police Academy members.

C. Search and Rescue Plan

1. The Search and Rescue Plan will be utilized as a guideline for all SAR operations.
2. The Search and Rescue Plan will be kept in the following locations:
 - a. Miami Township Police Department, District 26 Supervisor Vehicle, Search Kit.